

## RECORD OF PROCEEDINGS

---

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE FOREST VIEW ACRES WATER DISTRICT AND THE BOARD OF DIRECTORS OF THE WATER ACTIVITY ENTERPRISE HELD NOVEMBER 29, 2012

A special meeting of the Board of Directors of the Forest View Acres Water District and the Board of Directors of the Water Activity Enterprise (referred to hereafter as "Board") was held on Thursday, November 29, 2012, at 6:00 p.m., at the Monument Sanitation District, 130 2<sup>nd</sup> Street, Monument, Colorado. This meeting was open to the public.

#### ATTENDANCE

##### In attendance were Directors:

Anne Bevis  
Eckehart Zimmermann  
Karla Thompson  
Gene Ashe  
Timothy Sobik

##### Also in attendance were:

Joel Meggers; Community Resource Services ("CRS")  
Brenda Smith and Tom Schubert; ORC, LLC Water Company  
Mike McCarthy; El Paso County Public Health Department  
John Cressman and Leonard Schmidt; RRR Inc.  
Kimberly Mihelich; CRWA  
Todd Tillinghast; Homeowner

#### ADMINISTRATIVE MATTERS

Director Bevis called the meeting to order at 6:02 p.m., Mr. Meggers distributed for the Board's approval the proposed agenda. Following discussion, upon motion duly made by Director Zimmerman and seconded by Director Thompson, vote was taken and the agenda was approved as presented.

Minutes - The Board reviewed the minutes of the October 25, 2012 regular Board meeting. Director Ashe moved the minutes be approved as presented. Upon a second by Director Zimmerman, vote was taken and motion carried unanimously.

Minutes - The Board reviewed the minutes of the November 6, 2012 special Board meeting/work session. Director Ashe moved

## RECORD OF PROCEEDINGS

the minutes be approved as presented. Upon a second by Director Zimmerman, vote was taken and motion carried unanimously.

Public Comments – Mr. Tillinghost expressed concerns over the temporary battery box that powers the master meter for his area. He cited safety concerns and stated that the site should have been restored better after installation of the battery box. The Board reviewed and discussed the matter with him, and informed him they would research his issue prior to reporting back to him regarding their findings and thoughts on the matter.

Mr. Cressman and Mr. Schmidt discussed the intake measuring device with the Board. The Board indicated they would need additional time to draft a formal reply regarding the project.

Stakeholders Meeting for Water Shed Protection Grant – Ms. Mihelich attended the stakeholders meeting and made a presentation to the Board. Said presentation notes are attached to these minutes and incorporated herein.

Presentation and Discussion of ORC Water Professionals Staffing Changes – Tom Shubert, President of ORC – Mr. Shubert discussed the staffing changes with the Board.

### CAPITAL ITEMS

Review and Consider Approval and/or Ratification of the Construction Inspection Update, Final Acceptance and Final Payments for the Raw Water Line Intake Project – Mr. Meggers reviewed the project update from JDS with the Board. He reported the project is very close to completion; however, not yet ready for final acceptance and payments to the vendor. The Board discussed cutting and capping an unidentified pipe that was found by the vendor near the existing intake. This pipe was not identified on any map of the District. Following discussion, vote was taken, and action was approved with Directors Zimmerman, Sobik and Thompson voting yes and Directors Bevis and Ashe opposing.

Review and Discuss Engineering Proposals for the SWTP Backwash Pond (Water Quality Improvement Fund Grant Project) – The Board reviewed and discussed the proposals as presented and directed staff to contact JDS to gain additional information on the various cost components; said information to be presented at the next Board meeting.

Master Plan Review and Discussion – The Board reviewed and discussed the status of the master plan process and the stop work order issued on November 20, 2012 to Baseline Corporation.

## RECORD OF PROCEEDINGS

Discussion continued on reestablishing assumptions, expectations and parameters for the project with Baseline Corporation. Staff was directed to schedule a work session with Baseline Corporation in December to discuss these items.

### OPERATIONS & MAINTENANCE

Operations Report - Ms. Smith and Mr. Schubert presented the October/November operations report for the Board's review, a copy of which is attached to these minutes and incorporated herein.

### FINANCIAL MATTERS

#### Payment of Claims

Mr. Meggers requested that the Board consider payment of the claims represented by check numbers 3123 – 3140 totaling \$50,383.16. Director Ashe moved that the Board approve the payment of claims as presented. Upon second by Director Sobik, vote was taken and motion carried unanimously.

#### Monthly Cash Position and Unaudited Financial Statements

Mr. Meggers presented the monthly cash position and unaudited financial statements for review by the Board which were accepted by the Board.

Public Hearing to Adopt 2013 Budget, Appropriate Expenditures and Certify the Mill Levy – Mr. Meggers reported that proper publication had been made to allow the Board to conduct a public hearing to adopt the District's 2013 budget. Director Bevis opened the Public Hearing. Mr. Meggers then presented the budget. Director Bevis noted there was no comment from the public and she closed the Public Hearing. Upon a motion by Director Ashe and a second by Director Zimmerman, the Board voted unanimously to adopt the 2013 budget, appropriate expenditures and certify the mill levy with the following revisions starting in 2013:

The existing Debt Fund would be consolidated with the Capital Fund which would eliminate the Debt Fund and the Debt Fee. The Availability of Service Fee would be transferred from the Debt Fund to the Capital Fund along with its end of year balance.

The Tap Fees would be transferred from the Operations Fund to the Capital Fund.

Additional final revisions to the following expense line items for the 2013 Budget included the following:

- \$12,000 for Meter Reading and Maintenance
- \$25,000 for Utilities – Electric for the ATP
- \$35,000 for District Management and Accounting for Capital Projects

## RECORD OF PROCEEDINGS

---

### OTHER BUSINESS

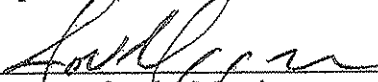
Review and Discuss Look Ahead Report – Mr. Meggers presented the look ahead report. The Board reviewed and discussed the following items to have on the agenda for the December special Board meeting:

- Fee Resolution
- Annual Administrative Resolution
- Work session on the Master Plan with Baseline Corporation


### ADJOURNMENT


There being no further business to come before the Board, upon motion duly made by Director Zimmerman, seconded by Director Thompson, the meeting was adjourned at 9:14 p.m.

Respectfully submitted,


  
Secretary for the Meeting


THESE MINUTES ARE APPROVED AS THE OFFICIAL  
NOVEMBER 29, 2012 MINUTES OF THE FOREST VIEW  
ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS  
SIGNING BELOW:

  
Anne Bevis

  
Eugene Ashe

  
Eckehart Zimmermann

  
Karla Thompson

  
Tim Sobik